



HRAPAY

Agency Payroll

Chapter 1 - Overview

Payroll Deadline



AASIS Support Center, Diane Hill
09/16/04 Revised to V3

1-2

NOTE: The effective date of Master Data changes must not be earlier than the current payroll fiscal year begin date. NEVER MAKE ANY MASTER DATA CHANGES IN A FORMER FISCAL YEAR.

If it is necessary for the agency to have Master Data corrected beyond the current payroll fiscal year begin date, the Agency must send a request with justification to the Office of Personnel Management/State Payroll.



HR TERMINOLOGY

Display Organizational Assignment

Infotype Edit Goto Extras System Help

Org Structure

Personnel No. 23 Name Lisa Mo... Status Active

EE group 1 Regular State Em... Personnel ar FA02 DFA

EE subgroup UE Employee SSN 126-60-6950

Start 07/01/2003 to 12/31/9999 Chng 02/26/2004 DMHILL02

Enterprise structure

CoCode ARK State of Arkansas Leg.person

Pers.area FA02 DFA Subarea 0AL1 OT,Std,ASHB

Cost Ctr 383210 DFA Bus. Area 0610 DEPT OF FINANCE

Personnel structure

EE group 1 Regular State Empl. Payr.area 11 Arkansas Bi-Weekly

EE subgroup UE Employee Contract 1000 Hours/Year

Organizational plan

Percentage 100.00

Position 22880143 A251 SR AUDITOR

Job key 21668755 A251 SR AUDITOR

Exempt N

Administrator

PersAdmin 100 David Foster

Time 126 Patty Custer

PayrAdmin 102 Ken Williams

Payroll Area (1) 8 Entries

Restrictions

PAR... Payroll area text

03	Weekly
04	Bi-weekly
10	Weekly
11	Arkansas Bi-Weekly
12	Ark. Semi-Monthly
13	Monthly
14	Non-Payroll
TR	Termed Payroll Area

8 Entries Found

AASIS Support Center, Diane Hill
09/16/04 Revised to V3

1-3

The **Payroll Area** groups employees according to how often and on what schedule they are paid, in other words the frequency.

- The payroll area provides the payroll program with two pieces of information: the groups of employees to be included and the dates of the payroll period.
- The following Payroll Areas are defined for the STATE
 - 11 Arkansas Biweekly: Sunday-Saturday
 - 12 Ark. Semi-Monthly



HR TERMINOLOGY

The screenshot shows the SAP HR Master Data maintenance interface. At the top is a menu bar with options: HR master data, Edit, Goto, Extras, Utilities, Settings, System, and Help. Below the menu is a toolbar with various icons. The main title is "Maintain HR Master Data". The screen displays employee information for Lisa Moran (Personnel no. 23). Fields include Name (Lisa Moran), EE group (1 Regular State ...), Pers.area (FA02 DFA), EE subgroup (UE Employee), and Cost Center (383210 DFA). There are tabs for Personal Data, Addtl. Employee Data, Employment Issues, and Career Manage... The "Personal Data" tab is active, showing a list of infotypes on the left and a "Period" selection area on the right. The infotype list includes: Infotype text, Actions, Personal Data, Organizational Assignment, Addresses, Basic Pay, Family Member/Dependents, Residence Status, Additional Personal Data, and Communication. The "Organizational Assignment" infotype is selected. The "Period" section has radio buttons for "Today", "All", "From curr. date", "To current date", "Curr. period", "Curr.week", "Current month", "Last week", "Last month", and "Current Year". A "Choose" button is at the bottom of the period selection area. Below the infotype list is a "Direct selection" section with fields for Infotype, Organizational Assignment, and STy.

AASIS Support Center, Diane Hill
09/16/04 Revised to V3

1-4

Infotypes

Infotypes hold relevant information regarding a particular aspect of an employee.

Personnel Master Data is maintained through various entry screens called information types or infotypes. Infotypes are used to group related data fields together to help provide structure to information, facilitate data entry, and enable you to store data for specific periods.



HR TERMINOLOGY

Program Edit Goto System Help

SAP

Time Sheet: Transfer to Target Components

Further selections

Period

☐ Today ☐ Current month ☐ Current year

☐ Up to today ☐ From today

☒ Other period

Period To

Selection

Personnel number

Business area

Administrator group

Time recording administrator

More Selection Options

Order (PM/CS) to

Network (PS) to

Document no. (CO/PM/CS/PS) to

Target Components

AASIS Support Center, Diane Hill
09/16/04 Revised to V3

1-5

Time Transfer to HR

The Time Transfer process will transfer all approved time entries from the CATS database into the Human Resources database of the R/3 system. When you transfer records from the Time Sheet to Human Resources, you are providing it with attendance and absence data, and data for employee's remuneration.



HR TERMINOLOGY

AASIS Support Center, Diane Hill
09/16/04 Revised to V3

1-6

Time Evaluation

Time Evaluation is a valuation of an employee's working times and/or absence times that were entered into CATS, approved, and transferred to HR. Time evaluation calculates actual time worked and absences recorded and applies rules set forth by policy.



HR TERMINOLOGY

Program Edit Goto System Help

Payroll Driver (USA)

Selections from Search helps

Payroll period

Payroll area ☒

☒ Current period

☐ Other period

Selection

Personnel number

Personnel area

Business area

Payroll area

Cost center

General program control

Reason for payroll

Off-cycle payroll

Schema z200

Forced retro.accounting as of

☒ Test run (no update)

AASIS Support Center, Diane Hill
09/16/04 Revised to V3

1-7

Payroll Simulation

Payroll Simulation allows Agency Payroll personnel to simulate a payroll run. The system displays a simulated view of the pay results so that you may determine if there are any changes that must be made to Master Data.



HR TERMINOLOGY

Program Edit Goto System Help

Payroll Driver (USA)

Selections from Search helps

Payroll period

Payroll area ☒

☒ Current period

☐ Other period

Selection

Personnel number

Personnel area

Business area

Payroll area

Cost center

General program control

Reason for payroll

Off-cycle payroll B 08/18/04

Schema z200

Forced retro.accounting as of

☒ Test run (no update)

AASIS Support Center, Diane Hill
09/16/04 Revised to V3

1-8

Off-Cycle Payroll Simulation

An Off-cycle payroll is carried out in addition to the regular payroll run for individual employee(s) based on request. This function enables you to carry out specific Off-cycle payroll activities for individual employees to view simulated results.



HR TERMINOLOGY

List Edit Goto System Help

SAP

Remuneration Statements

For questions, Please contact your Payroll Administrator Debi L Heiman at 501371-6040

Check # : 1111111111
Check Date: 03/16/2002
Pay Period: 03/03/2002 - 03/16/2002

John Q. Public
1611 Easy Way
Little Rock, AR 72204

SSN: 654-87-8555
FED 01 00 6.60
AR 03 00 0.00

Employee#: 33830
Hrly Rate: \$ 10.4512

EARNINGS	WrkHrs	CURRENT	YTD	TAXABLE EARNINGS	CURRENT
Regular working time	80.00	1,316.10	5,996.47	FED	
Holiday pay			658.05	TX Withholding Tax	1,280.01 7,68
Vacation pay			394.83	TX EE Social Security	1,280.01 7,68
Comp Leave 1.0			847.24	TX EE Medicare Tax	1,280.01 7,68
				State AR	
Total Earnings - Cum.	80.00	1,316.10	7,896.59	TX Withholding Tax	1,280.01 7,68

TAXES	CURRENT	YTD	PRE-TAX DEDS	CURRENT
FED			Med-HMO	31.29- 18
TX Withholding Tax	188.72	1,132.32	USASEPT	4.80- 2
TX EE Social Security	79.36	476.16		
TX EE Medicare Tax	18.56	111.36	Pre-Tax Deductions - C	36.09- 21
State AR				
TX Withholding Tax	58.45	350.70		
Total Taxes - Cum	345.09	2,070.54	POST-TAX DEDS	CURRENT
			US Able-OptEE Life ASE	0.60-
			SEBCO Ins. PT EE Ded.	102.69- 58

AASIS Support Center, Diane Hill
09/16/04 Revised to V3

1-9

Remuneration Statement

An employee's remuneration statement (earnings statement) lists the earnings and deductions for the current period and year to date. A remuneration statement may be viewed or printed by the Time Specialist, Payroll Systems Management, or the employee in ESS, following a live payroll run, using a local printer two days prior to payday in most cases and before the bank transfer.

Note: Remaining leave balances should be compared against the data in PT50 for actual current entitlements and corrections rather than from the remuneration statement.



TIME INFOTYPES

Time data Edit Goto Extras Utilities Settings System Help

Maintain Time Data

Personnel no. 23 Name Lisa Moran

EE group 1 Regular State ... Pers.area FA02 DFA

EE subgroup UE Employee Cost Center 383210 DFA

Working times Weekly calendar/add'l data Time quotas Time managem...

Infotype text E..

- Absences
- Attendances
- Time Events
- Overtime
- Substitutions
- Availability
- Time Transfer Specifications
- Employee Remuneration Info

Period

Period

Fr. To

☐ Today ☐ Curr.week

☐ All ☐ Current month

☐ From curr.date ☐ Last week

☐ To current date ☐ Last month

☐ Curr.period ☐ Current Year

Choose

Direct selection

Infotype STy

AASIS Support Center, Diane Hill
09/16/04 Revised to V3

1-10

Absence (2001) -This infotype is updated on **CATS** (Cross-Application Time Sheet) and requires no direct infotype maintenance. This may or may not reduce an Absence Quota. Each Absence is assigned an attribute in payroll as being paid or unpaid.

Attendance (2002) -This infotype is updated on **CATS** (Cross-Application Time Sheet) and requires no direct infotype maintenance.

You may use these infotypes to view timesheet entries instead of CATS. However, no entries should be made in these infotypes.



TIME INFOTYPES

The screenshot shows the SAP 'Maintain Time Data' interface. At the top is a menu bar with 'Time data', 'Edit', 'Goto', 'Extras', 'Utilities', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is titled 'Maintain Time Data' and contains a list of infotypes: 'Infotype text', 'Attendance Quotas', 'Absence Quotas', 'Quota Corrections', and 'Time Quota Compensation'. The 'Time Quota Compensation' infotype is selected and highlighted with a black box. To the right of the list is a 'Period' section with radio buttons for 'Today', 'All', 'From curr. date', 'To current date', 'Curr.period', 'Curr.week', 'Current month', 'Last week', 'Last month', and 'Current Year'. Below the list is a 'Direct selection' section with an 'Infotype' field and an 'STy' field. The background of the interface shows employee data for Lisa Moran, including personnel number 23, EE group 1, and cost center 383210.

AASIS Support Center, Diane Hill
09/16/04 Revised to V3

1-11

Time Quota Compensation (0416) - Leave payout is accomplished using this infotype. This reduces the leave hours and flows through to payroll for payment.

It describes the Leave type and the hours (all/part) to be paid out.



TIME INFOTYPES

Time data Edit Goto Extras Utilities Settings System Help

Maintain Time Data

Personnel no. 23
Name Lisa Moran
EE group 1 Regular State ... Pers.area FA02 DFA
EE subgroup UE Employee Cost Center 383210 DFA

Working times Weekly calendar/add'l data Time quotas Time managem...

Infotype text E...
Attendance Quotas
Absence Quotas
Quota Corrections
Time Quota Compensation

Period
☒ Period
Fr. To
☐ Today ☐ Curr.week
☐ All ☐ Current month
☐ From curr.date ☐ Last week
☐ To current date ☐ Last month
☐ Curr.period ☐ Current Year
Choose

Direct selection
Infotype Absence Pools STy

AASIS Support Center, Diane Hill
09/16/04 Revised to V3

1-12

Absence Pools (0696) –This infotype is used to establish an employee's relationship with a Catastrophic Leave Pool.



TIME INFOTYPES

Time data Edit Goto Extras Utilities Settings System Help

Maintain Time Data

Personnel no. 23

Name Lisa Moran

EE group 1 Regular State ... Pers.area FA02 DFA

EE subgroup UE Employee Cost Center 383210 DFA

Working times Weekly calendar/addtl data Time quotas Time managem...

Infotype text E..

Attendance Quotas

Absence Quotas

Quota Corrections

Time Quota Compensation

Period

☒ Period

Fr. To

☐ Today ☐ Curr.week

☐ All ☐ Current month

☐ From curr.date ☐ Last week

☐ To current date ☐ Last month

☐ Curr.period ☐ Current Year

Choose

Direct selection

Infotype Absence Donation/Withdraw (...)

AASIS Support Center, Diane Hill
09/16/04 Revised to V3

1-13

Absence Donation/Withdraw (US) (0613) –This infotype is used to donate hours to and/or award (withdraw) hours from a specified Catastrophic Leave Pool.



PAYROLL INFOTYPES

HR master data Edit Goto Extras Utilities Settings System Help

Maintain HR Master Data

Personnel no. 23

Name Lisa Moran

EE group 1 Regular State ... Pers.area FA02 DFA

EE subgroup UE Employee Cost Center 383210 DFA

Employment Issues Career Management Benefits Payroll Taxes

Infotype text E..

Basic Pay ☒

Recurring Payments/Deductions ☒

Additional Payments ☒

Cost Distribution ☒

Bank Details ☒

External Bank Transfers ☒

Payroll Status ☒

Payroll Results ☒

Hourly Rate per Assignment ☒

Period

Period

Fr. To

☐ Today ☐ Curr.week

☐ All ☐ Current month

☐ From curr. date ☐ Last week

☐ To current date ☐ Last month

☐ Curr.period ☐ Current Year

Choose

Direct selection

Infotype STy

AASIS Support Center, Diane Hill
09/16/04 Revised to V3

1-14

Recurring Payments/Deductions (0014) - Recurring payments/deductions are wage elements which are paid or deducted in every payroll period or several successive payroll periods.

Additional Payments (0015) - Additional payments are wage elements which are not paid or deducted in every payroll period in contrast to recurring payments and deductions which are paid or deducted every pay period. (example: Career Service payment or Suggestion Award payment)



PAYROLL INFOTYPES

The screenshot shows the SAP HR Master Data interface. At the top, there is a menu bar with options: HR master data, Edit, Goto, Extras, Utilities, Settings, System, and Help. Below the menu bar is a toolbar with various icons. The main window is titled 'Maintain HR Master Data'. It displays fields for Personnel no. (23), Name (Lisa Moran), EE group (1 Regular State ...), Pers.area (FA02 DFA), EE subgroup (UE Employee), and Cost Center (383210 DFA). Below these fields are tabs for Career Management, Benefits, Payroll, Taxes, and Garnishments. The 'Garnishments' tab is active, showing a list of infotypes: Infotype text, Garnishment Document (highlighted with a red box), Garnishment Order, and Garnish. Adjustment. To the right of the list is a 'Period' section with radio buttons for Period, Today, All, From curr.date, To current date, Curr.period, Curr.week, Current month, Last week, Last month, and Current Year. A 'Choose' button is also present. At the bottom, there is a 'Direct selection' section with fields for Infotype and STy.

AASIS Support Center, Diane Hill
09/16/04 Revised to V3

1-15

Garnishment Document (0194) - This is the main garnishment infotype and is used to store garnishment document information, including:

General information such as status, important dates, priority, and category

- Vendor information
- Originator information
- Garnishment processing information, such as applicable service charges, and remittance information



PAYROLL INFOTYPES

HR master data Edit Goto Extras Utilities Settings System Help

Maintain HR Master Data

Personnel no. 23

Name Lisa Moran

EE group 1 Regular State ... Pers.area FA02 DFA

EE subgroup UE Employee Cost Center 383210 DFA

Career Management Benefits Payroll Taxes Garnishments

Infotype text E..

Garnishment Document

Garnishment Order

Garnish. Adjustment

Period

☒ Period

Fr. To

☐ Today ☐ Curr.week

☐ A11 ☐ Current month

☐ From curr.date ☐ Last week

☐ To current date ☐ Last month

☐ Curr.period ☐ Current Year

Choose

Direct selection

Infotype STy

AASIS Support Center, Diane Hill
09/16/04 Revised to V3

1-16

Garnishment Order (0195) - The Garnishment Order allows you to store the processing data for a garnishment request. This data includes:

- The initial balance of the order
- The periodic deduction information
- Any information on non-exempt and exempt limits



MASTER DATA INFOTYPES

HR master data Edit Goto Extras Utilities Settings System Help

Maintain HR Master Data

Personnel no. 23

Name Lisa Moran

EE group 1 Regular State ... Pers.area FA02 DFA

EE subgroup UE Employee Cost Center 383210 DFA

Personal Data Addtl. Employee Data Employment Issues Career Manage...

Infotype text E

Actions ☒

Personal Data ☒

Organizational Assignment ☒

Addresses ☒

Basic Pay ☒

Family Member/Dependents ☒

Residence Status ☒

Additional Personal Data ☒

Communication ☒

Period

☒ Period

Fr. To

☐ Today ☐ Curr.week

☐ All ☐ Current month

☐ From curr.date ☐ Last week

☐ To current date ☐ Last month

☐ Curr.period ☐ Current Year

Choose

Direct selection

Infotype STy

AASIS Support Center, Diane Hill
09/16/04 Revised to V3

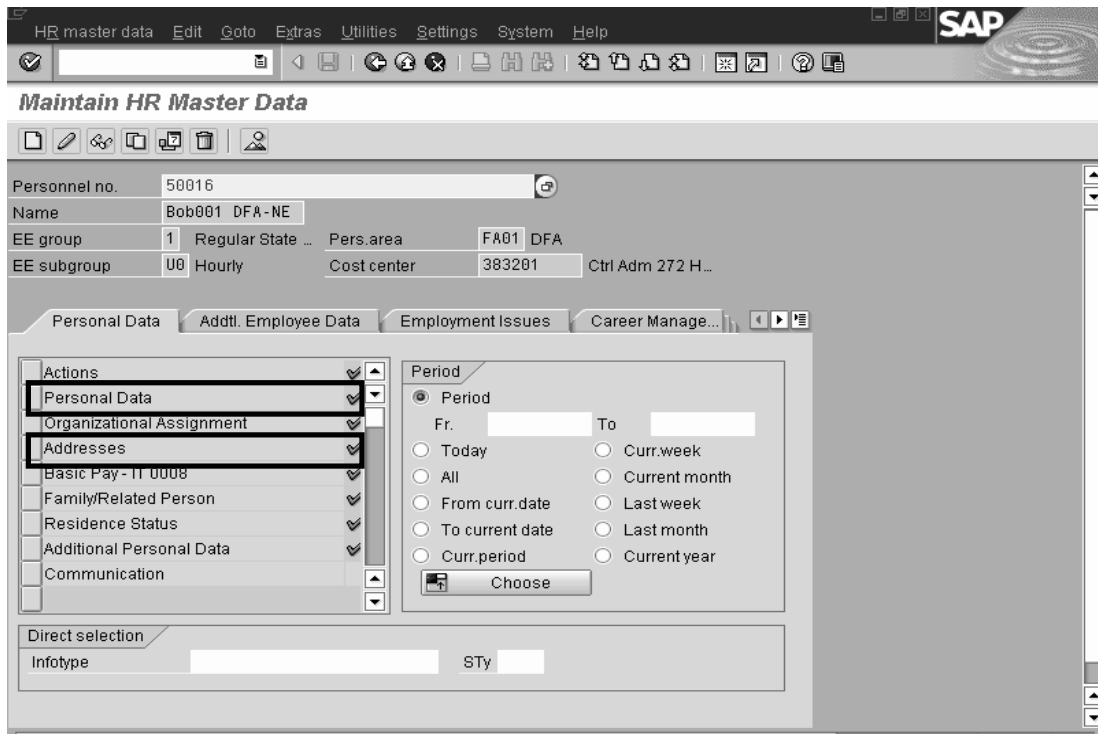
1-17

Actions (0000)** - Personnel actions describe what business procedure was performed on an employee such as hire, transfer, termination, etc. Within this process a series of infotypes follow creating the employee's online personnel file.

Organizational Assignment (0001)** - This infotype describes the organizational and personnel structure of the employee. It stores items such as the payroll area, personnel area, time and payroll administrators. Personnel area and subarea fields are used in time management to group employees for processing rules.

****Without these infotypes payment cannot occur for an employee.**

MASTER DATA INFOTYPES



AASIS Support Center, Diane Hill
09/16/04 Revised to V3

1-18

Personal Data (0002)** - This Infotype contains the employee's personal information, such as name, social security number, date of birth, etc.

Address (0006)** - This infotype stores the employee's business address and permanent home address. Each employee must have a Permanent Address. This would be changed only if the residence address has changed. **It is vital to maintain up-to-date home addresses on employees for payroll and W2 processing.**

****Without these infotypes payment cannot occur for an employee.**



MASTER DATA INFOTYPES

HR master data Edit Goto Extras Utilities Settings System Help

Maintain HR Master Data

Personnel no. 23
Name Lisa Moran
EE group 1 Regular State ... Pers.area FA02 DFA
EE subgroup UE Employee Cost Center 383210 DFA

Career Management Benefits Payroll Taxes Garnishments

Infotype text
Planned Working Time ✓
Absences
Attendances
Absence Quotas
Attendance Quotas
Employee Remuneration Info
Time Events
Workers' Comp. NA
Additional Abs. Data

Period
● Period
Fr. To
☐ Today ☐ Curr.week
☐ All ☐ Current month
☐ From curr.date ☐ Last week
☐ To current date ☐ Last month
☐ Curr.period ☐ Current Year
Choose

Direct selection
Infotype STy

AASIS Support Center, Diane Hill
09/16/04 Revised to V3

1-19

Planned Working Time (0007)** - Each employee must have a planned working time. A planned working time infotype contains information on an employee's scheduled working time for a specific period. (The Work Schedule Rule, Time Management Status and Working Week are located in this infotype.)

****Without these infotypes payment cannot occur for an employee.**



MASTER DATA INFOTYPES

HR master data Edit Goto Extras Utilities Settings System Help

Maintain HR Master Data

Personnel no. 23

Name Lisa Moran

EE group 1 Regular State ... Pers.area FA02 DFA

EE subgroup UE Employee Cost Center 383218 DFA

Career Management Benefits Payroll Taxes Garnishments

Infotype text E.

- Basic Pay ☒
- Recurring Payments/Deductions
- Additional Payments
- Cost Distribution
- Bank Details ☒
- External Bank Transfers
- Payroll Status ☒
- Payroll Results ☒
- Hourly Rate per Assignment

Period

☒ Period

Fr. To

☐ Today ☐ Curr.week

☐ A11 ☐ Current month

☐ From curr.date ☐ Last week

☐ To current date ☐ Last month

☐ Curr.period ☐ Current Year

Choose

Direct selection

Infotype STy

AASIS Support Center, Diane Hill
09/16/04 Revised to V3

1-20

Basic Pay (0008)** - Each employee must have Basic Pay. Any pay changes are also stored in the Basic Pay (0008) infotype which therefore provides an overview of the employee's payroll history.

Bank Details (0009)** - Designation of how an employee elects payment (direct deposit or paper warrant). **This infotype can be maintained by Agency Payroll Systems Management role. Refer to Chapter 4.**

****Without these infotypes payment cannot occur for an employee.**



MASTER DATA INFOTYPES

HR master data Edit Goto Extras Utilities Settings System Help

Maintain HR Master Data

Personnel no. 23
Name Lisa Moran
EE group 1 Regular State ... Pers.area FA02 DFA
EE subgroup UE Employee Cost Center 383210 DFA

Career Management Benefits Payroll Taxes Garnishments

Infotype text F
Residence Tax Area ✓
Work Tax Area ✓
Unemployment State ✓
Withholding Info W4/W5 US ✓
Add. Withh. Info. US
IRS Limits USA
Other Taxes US

Period
● Period
Fr. To
○ Today ○ Curr.week
○ A11 ○ Current month
○ From curr.date ○ Last week
○ To current date ○ Last month
○ Curr.period ○ Current Year
Choose

Direct selection
Infotype STy

AASIS Support Center, Diane Hill
09/16/04 Revised to V3

1-21

Residence Tax Area (0207)** - The residence tax area is the group of authorities to which an individual employee pays tax. **This infotype can be maintained by Agency Payroll Systems Management role.**

****Without these infotypes payment cannot occur for an employee.**



MASTER DATA INFOTYPES

HR master data Edit Goto Extras Utilities Settings System Help

Maintain HR Master Data

Personnel no. 23
Name Lisa Moran
EE group 1 Regular State ... Pers.area FA02 DFA
EE subgroup UE Employee Cost Center 383210 DFA

Career Management Benefits Payroll Taxes Garnishments

Infotype text E..
Residence Tax Area ✓
Work Tax Area ✓
Unemployment State ✓
Withholding Info W4/W5 US ✓
Add. With. Info. US
IRS Limits USA
Other Taxes US

Period
Period
Fr. To
Today Curr.week
All Current month
From curr.date Last week
To current date Last month
Curr.period Current Year
Choose

Direct selection
Infotype STy

AASIS Support Center, Diane Hill
09/16/04 Revised to V3

1-22

Work Tax Area (0208)** - An employee who works in more than one locality during a tax year, may be subject to taxes in those localities. The Work Tax Area infotype records the amount of time an employee spends in each locality other than their Residence Tax Area (Infotype 0207) throughout the tax period. **This infotype can be maintained by Agency Payroll Systems Management role.**

****Without these infotypes payment cannot occur for an employee.**



MASTER DATA INFOTYPES

HR master data Edit Goto Extras Utilities Settings System Help

Maintain HR Master Data

Personnel no. 23
Name Lisa Moran
EE group 1 Regular State ... Pers.area FA02 DFA
EE subgroup UE Employee Cost Center 383210 DFA

Career Management Benefits Payroll Taxes Garnishments

Infotype text E...
Residence Tax Area ✓
Work Tax Area ✓
Unemployment State ✓
Withholding Info W4/W5 US ✓
Add. Withh. Info. US
IRS Limits USA
Other Taxes US

Period
● Period
Fr. To
☐ Today ☐ Curr.week
☐ All ☐ Current month
☐ From curr.date ☐ Last week
☐ To current date ☐ Last month
☐ Curr.period ☐ Current Year
Choose

Direct selection
Infotype STy

AASIS Support Center, Diane Hill
09/16/04 Revised to V3

1-23

Unemployment State (0209)** - You must establish this record which may be used for statistical information to unemployment authorities requiring multiple work site reports.

****Without these infotypes payment cannot occur for an employee.**



MASTER DATA INFOTYPES

HR master data Edit Goto Extras Utilities Settings System Help

Maintain HR Master Data

Personnel no. 23
Name Lisa Moran
EE group 1 Regular State ... Pers.area FA02 DFA
EE subgroup UE Employee Cost Center 383210 DFA

Career Management Benefits Payroll Taxes Garnishments

Infotype text E.
Residence Tax Area ✓
Work Tax Area ✓
Unemployment State ✓
Withholding Info W4/W5 US ✓
Add. Withh. Info. US
IRS Limits USA
Other Taxes US

Period
● Period
Fr. To
☐ Today ☐ Curr.week
☐ All ☐ Current month
☐ From curr.date ☐ Last week
☐ To current date ☐ Last month
☐ Curr.period ☐ Current Year
Choose

Direct selection
Infotype STy

AASIS Support Center, Diane Hill
09/16/04 Revised to V3

1-24

Withholding Info W4/W5 (0210)** - This infotype is used to store the details from an employee's Federal Employee Withholding Allowance Certificate (Form W-4) and from the employee's equivalent state and local Withholding Allowance Certificate, if applicable. The *EIC (Earned Income Credit) status* field is available on this infotype to maintain when an employee turns in a Form W-5 (Earned Income Credit Advance Payment Certificate). **This infotype can be maintained by Agency Payroll Systems Management role. Refer to Chapter 4.**

****Without these infotypes payment cannot occur for an employee.**



MASTER DATA INFOTYPES

HR master data Edit Goto Extras Utilities Settings System Help

Maintain HR Master Data

Personnel no. 23
Name Lisa Moran
EE group 1 Regular State ... Pers.area FA02 DFA
EE subgroup UE Employee Cost Center 383210 DFA

Career Management Benefits Payroll Taxes Garnishments

Infotype text E...
Residence Tax Area ✓
Work Tax Area ✓
Unemployment State ✓
Withholding Info W4/W5 US ✓
Add. Withh. Info. US
IRS Limits USA
Other Taxes US

Period
● Period
Fr. To
☐ Today ☐ Curr.week
☐ All ☐ Current month
☐ From curr.date ☐ Last week
☐ To current date ☐ Last month
☐ Curr.period ☐ Current Year
Choose

Direct selection
Infotype STy

AASIS Support Center, Diane Hill
09/16/04 Revised to V3

1-25

Withholding Info W4/W5 (0210)continued** - There are only two groups of employees eligible for exemption from Arkansas income tax (Arkansas Acts 48 and 177 of 1977). The first group is as follows:

1. Employees living within the city limits of Texarkana, AR – These employees do not have to work in Texarkana, AR or Texarkana, TX. In fact, there are no limitations as to where they work to be exempt from Arkansas income tax. However, employees working within the city limits of Texarkana, AR; but do not live within the city limits of Texarkana, AR are not exempt from Arkansas income Tax. For example, the employee lives in Hope, AR and works within the city limits of Texarkana, AR is not exempt from Arkansas income tax.



MASTER DATA INFOTYPES

HR master data Edit Goto Extras Utilities Settings System Help

Maintain HR Master Data

Personnel no. 23
Name Lisa Moran
EE group 1 Regular State ... Pers.area FA02 DFA
EE subgroup UE Employee Cost Center 383210 DFA

Career Management Benefits Payroll Taxes Garnishments

Infotype text E.
Residence Tax Area: ☒
Work Tax Area ☒
Unemployment State ☒
Withholding Info W4/W5 US ☒
Add. Withh. Info. US ☐
IRS Limits USA ☐
Other Taxes US ☐

Period
Period
Fr. To
☐ Today ☐ Curr.week
☐ All ☐ Current month
☐ From curr.date ☐ Last week
☐ To current date ☐ Last month
☐ Curr.period ☐ Current Year
Choose

Direct selection
Infotype STy

AASIS Support Center, Diane Hill
09/16/04 Revised to V3

1-26

Withholding Info W4/W5 (0210)continued - The second group is as follows:

- Employees living within the city limits of Texarkana, TX
– These employees **MUST** work within the city limits of Texarkana, AR to be exempt from Arkansas income tax. They are not exempt from Arkansas income tax if they work anywhere else in Arkansas. For example, an employee that lives in Texarkana, TX but works in Magnolia, AR is not exempt from Arkansas income tax.

If the employee is exempt, only use “R” in the Tax exempt indicator field. Contact OPM-State Payroll Systems, if you have any questions concerning this infotype.



Compensatory Leave Quota



WORK

WORK

WORK

Compensatory time will bank in Quota 15 for straight compensatory time and in Quota 16 for overtime compensatory time at the end of the employee's defined FLSA work week. When time evaluation runs at the end of the FLSA work week, all times worked over the employee's normal FLSA work week will automatically bank the appropriate hours to the employee's leave quota.

An automatic payout will occur from Quota 15 when an employee's compensatory time exceeds 200 hours (standard and 8/80 FLSA rule) or 400 hours (7k law enforcement and firefighters).



Compensatory Leave Quota



WORK

WORK

WORK

An automatic payout will occur from Quota 16 when an employee's compensatory time exceeds 240 hours (standard and 8/80 FLSA rule) or 480 hours (7K law enforcement and firefighters)

Automatic payouts from Quota 15 and Quota 16 will pay from commitment item 00.